

YORK COUNTY AREA AGENCY ON AGING  
JOB DESCRIPTION

**Title:**           **Healthy Steps for Older Adults (HSOA) - Leader**

**Purpose:**       To raise awareness of falls, introduce steps on how to reduce falls, improve overall health, determine risk level for falls and provide referrals and resources

**Responsibilities:**

- Prepare and lead educational workshops as outlined in the manual
- Collaborate with staff and other leaders in assessment events
- Follow the curriculum as outlined in the training and manual
- Set-up the classroom according to training instructions
- Maintain and observe confidentiality
- Have transportation to the site of workshops
- Have participants' complete forms as required by PA Department of Aging

**Reports to:**   YCAAA Staff – Health and Wellness Coordinator

**Qualifications:**

- Successful completion of required training
- Willingness to work with others in falls prevention events
- Good communication and interpersonal skills
- Ability to administer follow-up questionnaires
- Available transportation
- 18 years of age or older
- Interest and concern for older and disabled people
- Ability to interact assertively and effectively with persons of varying backgrounds
- Observe confidentiality
- Be free from any appearance of a conflict of interest.
- Be reliable

**Time**           Complete online training modules, training pre-requisite  
Attend one day training program  
Agree to facilitate at least one workshop annually  
Attend refresher courses if become inactive